

**CITY OF ATLANTA, GEORGIA
JOB DESCRIPTION**

**Job Title: Administrative
Services Manager
Water**

**Department: Water Oversight
Committee**

Date: 1999

**Reports To: Water
Commissioner**

Purpose of Job

The purpose of this job is to manage administrative support services necessary to evaluate, coordinate and manage the activities of the private water contractor. Duties include, but are not limited to: directing activities; coordinating administrative activities with other agencies; reviewing applications; representing committee at board hearings; instructing on administrative policies and procedures; and performing additional tasks, as assigned.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Administrative Duties:

- Responsible for coordination of support services such as personnel, training, safety, budget preparation, financial management, accounts payable/receivable, issuance of permits, contract administration, and grants management and assessments.
- May represent Commissioner as required in administrative matters at meetings.
- Prepares oversight committee's budget.
- Reviews and approves documents such as travel requests, personnel documents, payroll, attendance forms, contractual payments, purchase orders, etc.
- Instructs on administrative policies and procedures; provides information regarding Capital Improvement Projects
- In conjunction with the private contractors, conducts physical inventory & listing of facilities

- Monitors use of accrued leave of employees transferred to private contractor.

Communication:

- Communicates and interacts with committee staff, members of the general public, and all other groups involved in the activities of the Water Oversight Committee.
- Represents water oversight committee and the City with professionalism and courtesy as a liaison between department heads, the general public, other staff, and contractors.

Record Keeping and Documentation:

- Composes reports and documents such as budgetary reports, workload measures, official correspondence, and others as requested by Commissioner.
- Monitors payments made to the private contractor in accordance with the terms of the agreement.

Interpersonal Relations:

- Coordinates administrative activities with other departments and agencies.
- Provides consultation and advice to departmental operations and assists as required.

Marginal Job Functions

- Performs other related duties as required.

Knowledge of Job

Has considerable knowledge of managerial principles, practices, procedures, operations, and functions. Has considerable knowledge of human resource management and financial areas relating to the job practices, policies and procedures as necessary in the completion of daily responsibilities. Is able to develop and administer policies, procedures, plans and activities. Knows how to develop and administer operations and staff plans and objectives for the expediency and effectiveness of specific duties of the City. Is able to develop and implement long-term in order to promote effectiveness and efficiency. Has considerable knowledge of applicable policies, standards and regulations pertaining to the specific duties and responsibilities of the job. Ability to keep abreast of any changes in policy, methods, operations, budgetary and equipment needs, etc. Is able to effectively communicate and interact with management, employees, members of the general public and all other groups involved in the activities of the City as they relate to the water contract. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, human relations, and technical skills. Is

able to use independent judgement and discretion in the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has the mathematical ability to handle required calculations. Is knowledgeable and skilled with computers. Is able to read, understand and interpret personnel and financial reports and related materials.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Business/Public Administration or related field required; five years of progressively responsible management experience in personnel, fiscal or administrative operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of job related machines and/or office equipment. Must be able to move or carry job related objects or materials. Physical demand requirements are at levels of those for sedentary or office environment work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to communicate with people to convey or exchange professional information.

LANGUAGE ABILITY: Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. May require the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

INTELLIGENCE: Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision within the scope of respective job duties and tasks; to acquire and be able to expound on knowledge of topics related to primary occupation.

NUMERICAL APTITUDE: May require the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving

instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.